



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, January 12, 2015 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	April 13, 2015

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
John Starke, Professional Member
Kevin Reinike, Professional Member
Margaret Harper, Public Member
Barbara Williams, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Sandra Wagner, Administrative Specialist III

MEMBER ABSENT

Dean Pierson, Professional Member

ALSO PRESENT

Jennifer Allen, FSMHA

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the October 13, 2014 meeting. Mr. Starke approved the minutes as written, seconded by Ms. Harper. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

NEW BUSINESS

Review of Audits

The Board members reviewed the audits and documented either approved or deficient. Ms. Wagner will have approval letters sent out for audits with approval and final audit notices to deficient audits.

Mr. Snyder made a motion, seconded by Mr. Starke, to contingent approve Mr. Kevin and Daniel Dorman's audit on receiving their bond and showing a new insurance certificate since the one in the audit had since expired. By unanimous vote, the motion carried.

Mr. Reinike made a motion, seconded by Mr. Snyder, to approve training hours from Pennsylvania as approved continuing education hour for hour as equivalent to Delaware training. By unanimous vote, the motion carried.

Mr. Reinike amended the motion, seconded by Mr. Snyder, to include approval since Delaware has reciprocity with Pennsylvania. By unanimous vote, the motion carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

PUBLIC COMMENT

Ms. Jennifer Allen discussed with the Board about New Castle County requiring a contractor's license not just a manufactured home license to get permits to install mobile homes. At this time Kent and Sussex Counties are not requiring the contractor's license.

NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, April 13, 2015 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Reinike made a motion, seconded by Mr. Starke, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 10:15 a.m.

Respectfully submitted,



Sandra Wagner
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.